# Online Sub-Certification Departmental Input Step-by-Step

## Overview

The Internal Controls certification process requires the Dean/VP to certify to various controls within their school/college/department group. However, many units require the individual departments to ‘sub-certify’ prior to the Dean’s or VP’s certification for the overall school/college/department group. The M-Reports Online Sub-Certification functionality provides units with the ability to sub-certify by responding to the certification tool online for each department ID within the unit.

## Navigation

Log into Wolverine Access (<http://wolverineaccess.umich.edu>) > Faculty & Staff > Reporting > **M-Reports**.

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| M-Reports Landing Page |  |  |
| **3**  **1**  **2** |  | 1. Hover over the **COMPLIANCE** tab. 2. Hover over **Internal Controls Other Reports/Tools**. 3. Click **Sub-Certification**.   The Sub-Certification Report includes a list of departments and their completion status for each section in the sub-certification tool. |
| **Sub-Certification Status by Department Page** | | |
| **8**  **9**  **6**  **5**  **4** |  | 1. To view information for another year, use the **Fiscal Year** drop down menu. 2. To display only departments at a certain status level, click the **Show All** drop down menu and select a new value. 3. To mark all the controls **Not Applicable** for a department, click the box under Not Applicable for the affected department. 4. Describe why the controls don’t apply to this department in **Reason** and click **OK** (not shown). 5. To move to the right and view sections, use the horizontal scroll bar. 6. To access a printable summary of the sub-certification answers for the department(s) listed, click **Printable Version**. |
| Sub-Certification Status by Department Page (continued) |  |  |
| **12**  **11**  **10** |  | 1. To view a summary of the latest comments for a section for all departments listed, click the **percentage link** in the appropriate column and row.   **Note:** The complete comment history for each question is available on the Questionnaire screen.   1. To view related comments, click the **linked response indicator** under any question. 2. To send an email reminder to the designated approver for a department, click **Email**. |
| Request Approval screen |  |  |
| **13** |  | 1. Click **To**. |

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| Add Recipients Window |  |  |
| **15**  **14** |  | 1. Type a full or partial uniqname of the approver in **Uniqname**. 2. Click **Search**. |
| Add Recipients Window |  |  |
| **17**  **16** |  | 1. Click the selection box to the left of the approver’s uniqname and name. 2. Click **OK**. |

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| Request Approval Screen |  |  |
| **18**  **19**  **20** |  | 1. To change the standard subject line, delete the current text and type a new one. 2. To change the standard message, delete the current text and type new text. 3. Click **Send**. |
| Sub-Certification Status by Department Page (continued) |  |  |
| **21** |  | 1. Click on the appropriate **Dept ID** to complete the questions for a department. |

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| Certification Questionnaire Page |  |  |
| **28**  **24**  **23**  **27**  **26**  **25**  **22** |  | 1. To navigate through the sections, click any of the tabs.   **Note:** Each section includes at least one question. Some sections include more than one question.   1. To access a printable version of the complete certification, including questions, answers, and comments for a specific department, click **Printable Version**. 2. To move through the questions in a section, click **Previous** or **Next** at the bottom of the page. 3. Read the question, which is shown directly below the section tabs, and click any resource links provided for additional information regarding University policy or procedures. 4. Select the answer from the drop down list in **Certification Status**. 5. If applicable, click **Add Comment** and type comment text in the **Comment box.**   **Important Note:** Comments are **required** for ‘No’ answers.   1. Click **Save**. |

## Related Resources

* Office of Internal Controls Web site: <http://www.finance.umich.edu/controls>
* Internal Controls Management Reports Web page: <http://www.bi.umich.edu/products/internal_controls.html>

## Additional Assistance

Questions, feedback, and requests for enhancements can be submitted to the ITS Service Center: M-F, 7 a.m. - 6 p.m. (phone and email); Sun, 1 - 5 p.m. (email)

* Submit a Service Request Online: [its.umich.edu/help/request](file:///\\its-files.m.storage.umich.edu\its-files\mais\Projects\BI\Web%20Rpt%20Project\User%20Comm%20and%20Training\Project%20Work\Fin%20Mgmt\Internal%20Controls%20Content\IC%20Perf%20Supp%20janfeb%202013\its.umich.edu\help\request)
* Call: 734-764-4357 (4-HELP)
* Email: [4HELP@umich.edu](mailto:4HELP@umich.edu)